

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **August 12, 2003**

AGENDA ITEM NO.: 6

CONSENT:

REGULAR: **X**

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **FY 2003 Carry Forward**

RECOMMENDATION: Hold a public hearing and adopt an ordinance:

1. Amending the FY 2004 Operating Budget and appropriate funds to reflect the carry forward of unexpended funds in FY 2003 as noted below;
2. Budget and appropriate grant funds in the amount of \$418,724 for new grants and additional funding for existing grants as noted below. Beginning in FY 2004, all grant funds are being accounted for in the City/Federal/State Aid Fund; and,
3. Rescind FY 2004 Capital Improvement Program budget and appropriations for the City Stadium and the Greater Lynchburg Transit Company that were made in error.

SUMMARY: The following funds are amended to reflect the carry forward of unexpended funds in FY 2003:

	<u>Adopted FY 2004</u>	<u>Recommended Carry Forward</u>	<u>Amended FY 2004</u>
General Fund			
Operations	\$80,132,314	\$940,120	\$81, 072,434
Debt Service	9,299,820	0	9,299,820
Schools-Operations	27,996,011	0	27,996,011
Reserve for Economic Development	250,000	0	250,000
Reserve for Downtown Development	500,000	0	500,000
Reserve for Snow Removal, Streets and Bridges	500,000	0	500,000
Reserve for Contingencies	1,200,000	0	1,200,000
Capital Improvements	<u>2,171,061</u>	<u>0</u>	<u>2,171,061</u>
Total	\$122,049,206	\$940,120	\$122,989,326
Fleet Services Fund			
Operations	\$3,840,923	\$ 314,001	\$4,154,924
Debt Service	166,180	0	166,180
Ending Balance	<u>321,640</u>	<u>0</u>	<u>321,640</u>
Total	\$4,328,743	\$ 314,001	\$4,642,744
Solid Waste Management Fund			
Operations	\$4,428,883	\$423,500	\$4,852,383
Debt Service	1,330,053	0	1,330,053
Landfill Closure Liability	341,048	0	341,048
Transfer to Solid Waste Management Capital Fund	36,500	0	36,500
Transfer to Fleet Services Fund	385,000	0	385,000
Ending Balance	<u>3,677,708</u>	<u>0</u>	<u>3,677,708</u>
	\$10,199,192	\$423,500	\$10,622,692

	Adopted FY 2004	Recommended Carry Forward	Amended FY 2004
Asset Forfeiture Fund			
Operations	\$ 23,339	\$ 57,405	\$ 80,744
Ending Balance	<u>0</u>	<u>0</u>	<u>0</u>
	\$ 23,339	\$ 57,405	\$ 80,744
Risk Management Fund			
Operations	\$213,754	\$ 35,884	\$ 249,638
Insurance and Claims	691,077	0	691,077
Ending Balance	<u>1,943,714</u>	<u>0</u>	<u>1,943,714</u>
	\$2,848,545	\$ 35,884	\$2,884,429
Technology Fund			
Operations	\$150,000	\$317,878	\$ 467,878
Capital Outlay	110,000	0	110,000
Transfer to City Capital Fund	500,000	0	500,000
Ending Balance	<u>100,795</u>	<u>0</u>	<u>100,795</u>
Total	\$860,795	\$317,878	\$ 1,178,673
City/Federal/State Aid Fund			
Operations	\$2,845,450	\$418,724	\$ 3,264,174
Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
	\$2,845,450	\$418,724	\$ 3,264,174
Capital Improvement Program			
Buildings	\$3,527,500	\$0	\$3,527,500
Transportation	4,907,385	(397,925)	4,509,460
Economic Development	1,405,706	0	1,405,706
Parks and Recreation	2,322,971	(1,063,911)	1,259,060
Schools	8,646,543	0	8,646,543
Airport	1,374,480	0	1,374,480
Water Fund	4,237,000	0	4,237,000
Sewer Fund	<u>3,855,000</u>	<u>0</u>	<u>3,855,000</u>
	\$30,276,585	\$ (1,461,836)	\$28,814,749

Details of these adjustments can be found on Attachment A.

Finally, Council is requested to appropriate \$418,724 to the City/Federal/State Aid Fund for new grants and additional funding for existing grants.

PRIOR ACTION(S): Council Work Session, August 12, 2003

BUDGET IMPACT:. As noted above

CONTACT(S): Donna Witt, Assistant Director of Financial Services, 847.1443. x 287
Bonnie Svrcek, Deputy City Manager, 847.1443. x 224

ATTACHMENT(S): Details of FY 2003 Carry forward Ordinance amending the budget and appropriating funds from FY 2003 fund balances; and appropriating grant funds to the City/Federal/State Aid Fund.

REVIEWED BY:

BE IT ORDAINED That the FY 2004 Budget be amended and funds be appropriated to reflect the carry forward of FY 2003 appropriations that were unexpended as of June 30, 2003 in the General, Fleet Services, Solid Waste Management, Asset Forfeiture, Risk Management, Technology and City/Federal/State Aid Funds as follows:

	Adopted FY 2004	Recommended Carry Forward	Amended FY 2004
General Fund			
Operations	\$80,132,314	\$940,120	\$81,072,434
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	\$860,795	\$317,878	\$ 1,178,673

	<u>Adopted FY 2004</u>	<u>Recommended Carry Forward</u>	<u>Amended FY 2004</u>
City/Federal/State Aid Fund			
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Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
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Capital Improvement Program

Buildings	\$3,527,500	\$0	\$3,527,500
Transportation	4,907,385	(397,925)	4,509,460
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Parks and Recreation	2,322,971	(1,063,911)	1,259,060
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Water Fund	4,237,000	0	4,237,000
Sewer Fund	<u>3,855,000</u>	<u>0</u>	<u>3,855,000</u>
	\$30,276,585	\$ (1,461,836)	\$28,814,749

BE IT FURTHER ORDAINED That the funds shall be used as identified in Attachment A;

BE IT FURTHER ORDAINED That the FY 2004 Capital Improvement Program appropriations be rescinded for the City Stadium and the Greater Lynchburg Transit Company that were made in error.

BE IT FURTHER ORDAINED That City Council budget and appropriate \$418,724 to the City/Federal/State Aid Fund for new grants and additional funding for existing grants.

Introduced:

Adopted:

Certified:

Clerk of Council

ATTACHMENT A													
FY 2003 Carry Forward Details													
			NEW	FY 2003									
			INITIATIVES	APPROPRIATIONS	TOTAL								
General Fund													
Communications and Marketing				\$ 56,443		Contractual expense for the development of the City's website							
Communications and Marketing			\$ 6,868			Cost of Printing/binding the 2004 Street Directory							
Parks and Recreation			\$ 6,035			Additional Police and Building and Grounds support for expanded Friday Cheers							
Parks and Recreation			\$ 38,085			Professional-grade mobile stage for Friday Cheers and other Special Events							
						Cost shared with Lynch's Landing							
Public Works/Buildings and Grounds				\$ 12,134		West Nile Virus Control Plan							
Economic Development			\$ 1,559			Equity Adjustment for Employee							
Economic Development			\$ 3,000			Marketing Efforts for Business Development Manager							
Human Services				\$ 17,545		Additional equipment needed to implement Harmony software system							
Human Services				\$ 11,235		Pre-Screening Adult Services continuation of State program for medical assistance							
Human Services				\$ 122,233		Food Stamps Employment and Training Program to carry forward balance							
						from FY 2003 third quarter appropriation							
Human Services				\$ 195,708		Welfare to Work-Balance of two year funding that expires June 30, 2004.							
Financial Services/Administration				\$ 7,000		Space Study							
Financial Services/Accounting			\$ 8,900			Safekeeping Agreement costs for custody services and transaction fees							
Financial Services/Accounting				\$ 32,752		Continued funding for Project Grant Accounting							
Financial Services/Billings and Collections				\$ 12,778		Implementation of new Solid Waste Fee							
Information Technology			\$ 16,500			NWS Programming (Financial Services Request)							
Information Technology				\$ 30,091		NWS Governmental Reporting software module (CAFR) (Financial Services Request)							
Registrar's Office			\$ 2,037			Training for Electoral Board							
Registrar's Office				\$ 664		Election software reprogramming fees associated with third election in FY 2004							
Human Resources			\$ 9,673			Workforce training in MS Office XP and Lotus Notes R6							
Human Resources/Occupational Health				\$ 10,000		Employee and Pre-employment physicals completed in FY 2003							
Emergency Communications			\$ 3,400			Uniforms							
Emergency Communications			\$ 600			Flag replacements							
Community Planning and Development				\$ 9,216		Completion of Tyreeanna Neighborhood Plan and Comprehensive Plan							
Community Planning and Development				\$ 5,302		Redesign and construction of Historic District Signs							
Community Planning and Development				\$ 120,000		Continuation of Demolition and Spot Blight Programs							
Community Planning and Development			\$ 27,000			Employee Lunchroom and Community Planning and Development Renovations							
			NEW	FY 2003									
			INITIATIVES	APPROPRIATIONS	TOTAL								

Fire and EMS		\$ 32,959			Master Firefighter Program						
Fire and EMS		\$ 80,900			Certification Pay Program						
Assessor			\$ 16,402		Maintain 2 seasonal wage employees for assisting in inspecting property						
Assessor		\$ 15,390			GIS integration module for new CAMA software version and training						
Commonwealth Attorney/Gun Violence Grant			\$ 13,911		Transfer Balance to City/Federal/State Aid Fund						
Humane Society		\$ 13,800			Replacement Vehicle						
Total General Fund		\$ 266,706	\$ 673,414	\$ 940,120							
Fleet Services Fund											
			\$ 306,001		Trash compactor used at landfill on vehicle replacement list						
		\$ 3,000			Laptop computer and mobile computer stand for mechanics in shop.						
		\$ 4,000			Repairs to Pneumecator system which tracks fuel levels						
		\$ 1,000			Training cost on maintaining the Pneumecator system						
Total Fleet Fund		\$ 8,000	\$ 306,001	\$ 314,001							
Solid Waste Management Fund			\$ 423,500	\$ 423,500	New semi-automated refuse collection program						
Asset Forfeiture Fund			\$ 57,405	\$ 57,405	Carry forward fund balance for use in FY 2004						
Risk Management Fund		\$ 35,884		\$ 35,884	Environmental Pollution Liability Policy- 3-year policy; cost beneficial to purchase at this time						
Technology Fund		\$ 10,000			Purchase of Network Printers						
		\$ 195,243			Ntelos revenue allocated to Technology Fund based on Council policy						
		\$ 112,635			Unspent IT department General Fund expenses allocated to Technology Fund based on Council policy						
Total Technology Fund		\$ 317,878		\$ 317,878							
City/Federal/State Aid Fund											
Human Services		\$ 132,359			New Young Juvenile Offender Initiative Grant						
Human Services		\$ 8,750			Additional funding received for the established Quality Initiative Grant						
Human Services		\$ 181,896			New Temporary Assistance for Needy Families Grant (TANF)						
Human Services		\$ 81,808			Additional funding received for the established Destiny Grant						
Commonwealth Attorney/Gun Violence Grant			\$ 13,911		Transfer Balance from General Fund						
Total City/Federal/State Aid Fund		\$ 404,813	\$ 13,911	\$ 418,724							
City Capital Projects Fund											
Transportation			\$ (397,925)		GLTC- Budgeted Federal funding as well as local match in FY 2004 in error.						
Parks and Recreation			\$ (1,063,911)		Appropriated in error. This is amount to be spent in FY 2004.						
Total City Capital Projects Fund			\$ (1,461,836)	\$ (1,461,836)							